

Between penal fine income, staff vacancies, changes to branch capital transfer amounts, and more, the operating budget has fallen so far out of line with what we predicted last year that our accountants have advised us to amend this budget. Another concern was not letting the fund balance get too high, so the Finance Committee proposed increased spending in other areas.

The previously passed budget is online at <https://www.BranchDistrictLibrary.org/budgets>, but to summarize, here are the changes:

#### Revenues:

- Industrial Facilities Tax: raised to reflect the much higher total than predicted.
- State Aid: raised to reflect what we actually received.
- Interest Earned: raised to reflect how things have gone this year.
- Penal Fines: lowered to reflect how things have gone this year.
- Charges for Services: raised to reflect how things have gone this year.
- Literacy Council Reimbursements: raised to reflect how things have gone this year.
- Capital Transfers: changed to reflect what amendments were approved at BDL Board meetings this summer.

#### Expenditures:

- Salaries: changed to reflect the realities of the staff vacancies and restoring the bookkeeper to a full-time position.
- Hospitalization: changed because of the vacancies and the bookkeeper.
- Insurance: increased because we have learned that we require riders for off-site event coverage.
- Building Maintenance: increased to pay for the elevator modernization. Our accountants have advised us that proper procedure wasn't followed in seeking to borrow money to finance this project. We are advised that the best course of action would be to simply pay the loan back from the fund balance. Amending this budget line in effect does that. \$60,000 is due this year, with the remaining upon completion (and accounted for in the 2016 budget to follow).
- Network Maintenance: this line item accounts for our network-accessible services, such as our library automation system, online databases, etc. This line item has been increased to allow for upgrading software (Windows and Office), adding a comprehensive public computer and printing management solution, credit card services at all branches and online, and a new digital at-home service for patrons called Hoopla (provides movies, audiobooks, ebooks, and graphic novels). The ball can get rolling immediately on all of these things.
- Operating Supplies: increased based on projections for this year.
- Postage: lowered

- Professional Services: raised to reflecting the ongoing higher legal costs this year and the possibility of a down payment on a director search firm.

If these amendments are passed, we would be looking at revenue over expenditures probably close to \$56,000-\$60,000, adding to our fund balance for the year. Without amending the budget, we would be looking at being rather far off in a number of areas, which doesn't look good, plus adding another \$140,000 to the fund balance just from the salary difference alone.

Submitted by

John Rucker



Revenue Projections

		2013	2014	\$2,015.00
Taxable Value		\$1,283,554,307.00	\$1,295,946,833.00	\$1,300,870,317.00
Millage 1 Rate		0.000605	0.000605	0.000605
Millage 2 Rate		n/a	n/a	0.0005
Total Millage Rate				0.001105
<b>Tax Income</b>				
<b>Millage 1</b>	<b>***All revenue from Millage 2 is to be added to the general fund for use by ALL branches for hours, materials, programming and other needs.</b>	<b>\$759,077.97</b>	<b>\$766,406.76</b>	<b>\$769,318.44</b>
<b>Millage 2</b>		<b>n/a</b>	<b>n/a</b>	<b>\$635,800.37</b>
<b>TOTAL</b>				<b>\$1,405,118.81</b>
Capital Funds Available (2/7 taxable income from millage 1)		\$108,439.71	\$109,486.68	\$219,805.27
Major District Project Fund (50% of Capital Funds)		\$54,219.86	\$54,743.34	\$109,902.63
<b>Breakdown</b>				
Future Automation (Future ILS Upgrades)	20.00%	\$0.00	\$10,948.67	\$21,980.53
Capital Technology Costs	35.00%	\$0.00	\$19,160.17	\$38,465.92
Other District Projects	45.00%	\$0.00	\$24,634.50	\$49,456.19
Capital Improvement – Branches (50% of Capital Funds)		\$54,219.86	\$54,743.34	\$109,902.63
Alganssee	0.09375	\$5,083.11	\$5,132.19	\$10,303.37
Sherwood	0.09375	\$5,083.11	\$5,132.19	\$10,303.37
Bronson	0.1875	\$10,166.22	\$10,264.38	\$20,606.74
Quincy	0.1875	\$10,166.22	\$10,264.38	\$20,606.74
Union Township	0.1875	\$10,166.22	\$10,264.38	\$20,606.74
Coldwater	0.25	\$13,554.96	\$13,685.83	\$27,475.66
<b>Total Capital Funds</b>		<b>\$54,219.86</b>	<b>\$54,743.34</b>	<b>\$109,902.63</b>

<b>Available for BDLS Operating Budget</b>	<b>\$650,638.26</b>	<b>\$656,920.08</b>	<b>\$1,185,313.54</b>
<b>Operating Revenue</b>			
Property Tax	\$650,638.26	\$656,920.08	\$1,185,313.54
Industrial Facilities Tax	\$4,500.00	\$7,500.00	\$21,000.00
<b>State Shared Revenue</b>			
State Aid, Direct and Indirect	\$23,633.00	\$25,200.00	\$27,619.00
<b>Interest Earned</b>			
	\$2,700.00	\$1,200.00	\$2,400.00
<b>Penal Fines</b>			
419 100 Penal Fines (Branch County)	\$96,000.00	\$156,000.00	\$208,000.00
419 106 Penal Fines Allen Township	\$4,500.00	\$5,000.00	\$5,000.00
<b>Charges for Services</b>			
	\$21,000.00	\$21,000.00	\$36,000.00
<b>Reimbursements</b>			
CPL	\$8,500.00	\$8,654.00	\$8,654.00
Algansee	\$8,800.00	\$8,929.00	\$8,929.00
Woodlands	\$3,500.00	\$3,500.00	\$3,500.00
Branch County Literacy Council	\$6,240.80	\$5,000.00	\$15,000.00
Miscellaneous	\$14,000.00	\$14,000.00	\$14,000.00
<b>Deductions from Capital</b>			
		Wages	\$15,830.00
		Programming	\$2,160.00
		Materials	\$9,000.00
		Other	\$3,390.00
<b>Totals</b>	<b>\$844,012.06</b>	<b>\$912,903.08</b>	<b>\$1,565,795.54</b>



Expenditures

	Actual Figures for 2013	Expenditures as of 7/31/2014	Budgeted for 2014	2015	
Salaries	\$562,840.00	\$337,209.01	\$590,211.00	\$741,113.00	INCLUDES
Payroll Taxes	\$43,175.00	\$25,802.85	\$47,216.88	\$59,289.04	*Paid Holidays
Unemployment	\$0.00	\$10.30	\$14,100.00	\$14,100.00	*No Furlough Days
Workers Compensation	\$1,908.00	\$846.00	\$2,500.00	\$2,500.00	3.75% Pay Increase (all staff)
Longevity	\$2,775.00	\$1,100.00	\$4,300.00	\$4,300.00	Added Pub. Serv. Lib F/T
Board per Diem	\$0.00	\$0.00	\$900.00	\$900.00	Increase Secretary to F/T
Contract Labor	\$200.00	\$0.00	\$300.00	\$300.00	Bookkeeper to F/T
Hospitalization	\$51,500.00	\$28,643.16	\$44,000.00	\$59,000.00	Added Evening IT Asst. PT
HSA Contributions	\$0.00	\$2,000.00	\$2,000.00	\$0.00	Added 5-7 hours to branches
Deferred Compensation	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	Added 16 hours to main branch
Employee Relations	\$591.00	\$106.64	\$500.00	\$600.00	Increased Janitorial Budget
Contracted Services	\$12,144.00	\$17,664.98	\$12,600.00	\$18,000.00	Added Snow Removal Service
Training	\$3,716.00	\$2,779.42	\$3,000.00	\$7,500.00	Various increases
Educational Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	Upgrading MS Windows & Office
Facilities Rent	\$0.00	\$0.00	\$0.00	\$600.00	Adding PC management
Telephone	\$5,889.00	\$3,582.64	\$6,500.00	\$10,000.00	Adding credit card services
Utilities	\$36,801.00	\$24,016.40	\$38,000.00	\$50,000.00	Adding Hoopla Digital Service
Insurance	\$11,443.00	\$11,144.43	\$11,500.00	\$16,000.00	Coldwater Elevator
Maintenance (Bldg. & Janitorial)	\$46,283.00	\$27,571.78	\$50,500.00	\$134,040.00	
Equipment Maintenance	\$4,942.00	\$3,152.97	\$9,000.00	\$9,000.00	
Network Maintenance	\$4,148.00	\$9,360.31	\$8,000.00	\$105,000.00	
Janitorial Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
Operating Supplies	\$75.00	\$0.00	\$23,000.00	\$41,000.00	
Office Supplies	\$30,156.00	\$20,030.50	\$0.00	\$0.00	
Interlibrary Loan/Document Delivery	\$7,500.00	\$262.00	\$7,500.00	\$7,500.00	
Postage	\$2,062.00	\$1,055.59	\$4,000.00	\$2,500.00	
Books	\$44,167.00	\$29,625.03	\$42,000.00	\$100,000.00	

2015 BDL Operating Budget - Amendment Draft 10/19/2015

Periodicals	\$4,453.00	\$431.90	\$5,200.00	\$6,500.00
Audio Visual	\$8,270.00	\$5,071.03	\$8,000.00	\$14,000.00
Membership & Dues	\$1,495.00	\$1,994.00	\$2,000.00	\$2,000.00
Transportation	\$7,151.00	\$3,812.42	\$8,000.00	\$8,000.00
Community Promotions	\$4,300.00	\$4,582.79	\$6,300.00	\$16,360.00
Printing & Publishing	\$694.00	\$0.00	\$1,000.00	\$1,000.00
Payroll Fees	\$500.00	\$274.38	\$500.00	\$500.00
Professional Services	\$30,415.00	\$20,369.28	\$33,000.00	\$70,000.00
Correction of prior tax year	\$269.00	\$83.00	\$3,000.00	\$3,000.00
<b>Totals</b>	<b>\$934,362.00</b>	<b>\$587,082.81</b>	<b>\$993,127.88</b>	<b>\$1,509,102.04</b>

**Projected Operating Expenditures, 2015** **\$1,509,102.04**

**Projected Operating Revenue, 2015** **\$1,565,795.54**

**Revenue Over Expenses** **\$56,693.50**

Estimated Unassigned Fund  
Balance (as of 12/31/2014) \$673,695.00

**Estimated Unassigned Fund  
Balance 2015 (as of 12/31/2015)** **\$730,388.50**

**Capital Transfer Requests from Branches for 2015 Budget**

	Alganssee	Sherwood	Bronson	Quincy	Union	
Wages	\$7,210.00	\$1,220.00	\$3,650.00	\$3,750.00	\$0.00	\$15,830.00
Books	\$0.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00
Programming	\$0.00	\$980.00	\$1,180.00	\$0.00	\$0.00	\$2,160.00
Other	\$0.00	\$600.00	\$0.00	\$750.00	\$2,040.00	\$3,390.00
<b>Totals</b>	<b>\$7,210.00</b>	<b>\$2,800.00</b>	<b>\$13,830.00</b>	<b>\$4,500.00</b>	<b>\$2,040.00</b>	<b>\$30,380.00</b>